View Scheduled Payments by Supplier

The purpose of this job aid is to explain how to view scheduled payment information for a particular supplier.

1. Begin by navigating to the Scheduled Payment Inquiry page. Click the Accounts Payable menu.
2. Click the Review Accounts Payable Info menu.
3. Click the Supplier menu.
4. Click the Scheduled Payment menu.

5. A scheduled payment is a pre-determined date for which payments are made to a supplier. The Scheduled Payment Inquiry page is used to view vouchers involving scheduled payment dates. This page provides several options for searching for a voucher (i.e. Voucher ID, Supplier Name or ID, etc.).
6. Enter or lookup the Supplier ID.
7. Enter the desired information into the From Supplier ID field.
8. Click the Search button to proceed.
9. To view the search results, click the vertical scrollbar to scroll down the page.
10. The Scheduled Payment Listing table provides voucher information divided into three tabs: Schedule Details, Voucher Details, and Bank Details.

11. The Scheduled Details page displays the voucher ID, payment method, scheduled to pay date, the payment amount, and the supplier name.

12. The Voucher Details page displays the voucher ID, voucher style (type), invoice ID, supplier ID and the voucher approval status.

13. The Bank Details page displays the voucher ID and banking information for the supplier.